

Airport Program Manual  
Comparison of 2013 Edition and 2016 Proposed Changes

2013 Edition	Proposed Changes	Reasoning for Changes
	Legend: policy change in purple editorial change in green administrative change in orange	
Topic 1: Public-Private Partnerships		
	<p>3.5 Public-Private Partnerships</p> <p>The Public-Private Transportation Act of 1995, (PPTA) as amended, offers processes for the innovative delivery of transportation improvements, incorporating the attraction of private equity, appropriate transference of risks, incorporation of life-cycle costs, and advancement of projects in a timelier manner. The <i>PPTA Implementation Manual and Guidelines</i> provides a delivery frame work that identifies, evaluates, develops, and delivers Virginia's Public Private Partnership (P3) transportation projects in a consistent, transparent, timely, and cost effective manner.</p> <p>To expand procurement and financing opportunities for airport sponsors, the VAB adopted the policies and procedures in the PPTA and incorporated the <i>PPTA Implementation Manual and Guidelines</i>, into the DOAV <i>Airport Program Manual</i>.</p> <p>For P3 projects, airports sponsors are eligible to request their project share from the VAB at the state funding participation rate of 80 percent. The project request will have to compete against other requests before the board.</p>	<p>On February 18, 2016, the VAB adopted the policies and procedures in the Public-Private Transportation Act of 1995, as amended, and incorporated the <i>PPTA Implementation Manual and Guidelines</i> into the program manual. This information was originally distributed through Guidance Bulletin 15.</p> <p>The section numbers for the two following sections will change from 3.5 Utilization of Insurance Resources to 3.6 Utilization of Insurance Resources and from 3.6 Disposal of Property Acquired with State Resources to 3.7 Disposal of Property Acquired with State Resources</p>
Topic 2: Eligibility for funding when obstructions are present		
<p>4.1 Obstructions</p> <p>For airports that have FAR Part 77 and/or 24VAC5-20-140 <i>Minimum requirements for licensing</i> obstructions and cannot meet the Runway End Siting Requirements under FAA <i>Advisory Circular 150/5300-13 Airport Design</i>, the sponsor is not eligible to receive new funding from the Commonwealth Airport Fund or Aviation Special Fund. The airport sponsor may request a funding increase to an existing tentative allocation, grant, or allocation. Exceptions will be allowed for the following types of projects:</p> <ul style="list-style-type: none"><li>obstruction removal and/or mitigation projects</li><li>planning projects to identify and/or mitigate obstructions</li><li>security plan and audit projects</li><li>projects deemed by the VAB and/or DOAV as critical to the safety of the flying public or as an emergency</li></ul> <p>If an airport has unmitigated obstructions, the sponsor may request an exception from the VAB; however, the sponsor must submit a project request to compete for funding at the next VAB meeting and demonstrate a mitigation plan.</p> <p>Airport sponsors must certify their obstruction status every 24 months. They will be able to use one of the following sources to support their certification:</p>	<p>4.1 Obstructions</p> <p>For airports that have obstructions to FAR Part 77 and/or 24VAC5-20-140 <i>Minimum requirements for licensing</i> and cannot meet the Runway End Siting Requirements under FAA <i>Advisory Circular 150/5300-13 Airport Design</i>, the sponsor's eligibility to receive new funding from the Commonwealth Airport Fund or Aviation Special Fund is affected. If the obstructions are identified on airport property, the sponsor is not eligible for funding other than grants and allocations related to the obstruction removal or mitigation. If the obstructions are identified off of airport property, the sponsor has 12 months to remove or mitigate the obstructions. During that time the sponsor is eligible to receive funds from any state funding source. If after the 12-month period the obstructions have not been removed or mitigated, the sponsor is not eligible to receive any state funds other than those related to the overall objective of obstruction removal.</p> <p>Exceptions may be allowed for the following types of projects:</p> <ul style="list-style-type: none"><li>funding increase to an existing tentative allocation, grant, or allocation</li><li>obstruction removal and/or mitigation projects</li><li>planning projects to identify and/or mitigate obstructions</li><li>security plan and audit projects</li><li>projects deemed by the VAB and/or DOAV as critical to the safety of the flying public or as an emergency</li></ul> <p>If an airport has unmitigated obstructions, the sponsor may request an exception from the VAB; however, the sponsor must submit a project request to compete for funding at the next VAB meeting and demonstrate a mitigation plan.</p>	<p>The committee proposes removing the 24-month certification procedure and setting a new procedure for identifying sponsor eligibility when there are obstructions to the airport.</p> <p>The exception of a funding increase is moved to the bulleted list of exception with the section to provide clarity.</p>

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<ul style="list-style-type: none"><li>licensed surveyor’s report</li><li>FAA 5010 survey</li><li>state airport license survey</li><li>obstruction analysis element of an airport layout plan update</li><li>FAR Part 139 inspection, for air carrier airports only</li></ul>		
<p>2.4.1 Obstruction Clearance and Certification</p> <p>Sponsors are responsible for keeping their airports clear of obstructions to the appropriate standards. Airport sponsors must certify their obstruction status in order to be eligible for funding from any state program. Additional information on the effect of obstructions on project eligibility and obstruction certification is provided in 4.1 Obstructions.</p>	<p>2.4.1 Obstruction Clearance</p> <p>Sponsors are responsible for keeping their airports clear of obstructions to the appropriate standards. The presence of obstructions affects a sponsor's eligibility to request state funding. Additional information on the effect of obstructions on project eligibility is provided in 4.1 Obstructions.</p>	<p>The text is changed to match the proposal for 4.1 Obstructions.</p>
Topic 3: Scope Packages		
<p>5.2 Project Scoping</p> <p>[Text deleted for review purpose]</p> <p>A project scope package should be prepared for approval by DOAV and applicable federal agencies as appropriate. A project scope package should include the following:</p> <ul style="list-style-type: none"><li>a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks</li><li>a description of the deliverables that specifies the format, quantities, and recipients for each deliverable</li><li>a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates</li><li>a detailed man hour estimate by task and subtask as appropriate that is directly correlated to the narrative</li><li>a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees</li><li>a copy of a proposal or quote from all subconsultants who will be involved in the project, which contains the descriptions and estimates as noted above</li></ul>	<p>5.2 Project Scoping</p> <p>[Text deleted for review purpose]</p> <p>A project scope package should be prepared for approval by DOAV and applicable federal agencies as appropriate. A project scope package should include the following:</p> <ul style="list-style-type: none"><li>a narrative description of the tasks to be accomplished, with reference to the parties who will be handling the tasks</li><li>a description of the deliverables that specifies the format, quantities, and recipients for each deliverable</li><li>a schedule for the project by tasks or milestones, either by the number of days or months for the identified schedule components or by estimated dates</li><li>a detailed man hour estimate by task and subtask as appropriate that is directly correlated to the narrative</li><li>a detailed estimate of costs, including reimbursable expenses such as travel, printing, reproduction, and shipping, as well as a list of line items and costs for sponsor administrative fees</li><li>a copy of a proposal or quote from all subconsultants who will be involved in the project, which contains the descriptions and estimates as noted above</li></ul> <p>Eligible project costs related to planning and engineering efforts by professional services consultants may include travel, per diem for meals while traveling, and lodging. The maximum reimbursable costs for travel and per diem will be based on GSA rates at the time of travel. GSA rates will be used for lodging reimbursement; DOAV may approve up to 150 percent of the GSA lodging rate in areas where the consultants are unable to obtain GSA rates.</p> <p>In the absence of state guidance on procurement, contract, task order and scope of work elements, including items such as net fees, federal guidance may be used by DOAV.</p>	<p>The committee proposes specifying the use of federal guidance in the absence of state guidance for all capital projects.</p>

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Topic 4: Projects eligible after the fact		
	<p>6.1.1 Eligible Projects After the Fact</p> <p>The process for capital project development typically flows from planning; through environmental coordination, property acquisition if needed, and design; to construction. For some portions of this development, preliminary work may be required in order for a final scope of work to be prepared. It is not always possible for a portion of an overall development objective to move forward in the normal development process, most often due to the availability of matching funds and timing to meet project completion schedules.</p> <p>To assist sponsors dealing with this situation, the following project types are identified as eligible for reimbursement after completion, either as a stand-alone project or as part of another compatible project:</p> <ul style="list-style-type: none"><li>• environmental studies if not a stand-alone environmental study grant</li><li>• aeronautical studies</li><li>• acquisition of land or easements necessary for approved airport development where the land is acquired in accordance with state and federal requirements and the services for such acquisition</li><li>• field surveys</li><li>• geotechnical work including soil borings</li><li>• preliminary engineering work needed to develop a final scope or work for a planning or engineering project, including wetland delineation, solicitation of proposals, fee negotiation costs, and DBE related costs as part of federally funded projects</li><li>• plans and specifications if not a stand-alone design grant</li><li>• benefit-cost analysis</li><li>• project level safety risk management analysis</li><li>• project related airport layout plan revisions</li><li>• grant administrative expenses for the projects in the grant</li><li>• construction and equipment procurement costs such as bid advertisement</li></ul> <p>The VAB cannot guarantee that funding will be available for the project. If a sponsor elects to move forward with an approved project, the sponsor assumes the risk that it may not be reimbursed for project costs.</p> <p>In order for this type of project to be eligible for state reimbursement, coordination between the sponsor, DOAV, and FAA, if applicable, must take place. The scope package for the project must be approved by DOAV and FAA, if applicable, prior to implementation of the project, and coordination with the agencies must be maintained during the implementation of the project. The project may be combined with another eligible project in a request for state funding.</p> <p>This policy applies to both federally and state funded projects. This policy will not be retroactive to projects completed before its adoption by the VAB.</p>	<p>The committee proposes expanding the types of projects eligible for funding "after the fact" to be more in line the FAA's <i>AIP Handbook</i> (September 2014 edition).</p> <p>The information on eligible preliminary projects is moved from 6.6.3 Reimbursement to a new section under project eligibility for better access to the information.</p>
<p>6.6.3 Reimbursement</p> <p>[Text deleted for review purpose]</p> <p>Work completed prior to the execution of a grant agreement will not be eligible for reimbursement, with the following exceptions for which the department may provide reimbursement:</p>	<p>6.6.3 Reimbursement</p> <p>[Text deleted for review purpose]</p> <p>Work completed prior to the execution of a grant agreement will not be eligible for reimbursement, with the exception of projects discussed in 6.1.1 Eligible Preliminary Projects.</p>	<p>The information on eligible preliminary projects is moved from 6.6.3 Reimbursement to a new section under project</p>

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<ul style="list-style-type: none"><li>acquisition of land necessary for approved airport development where the land is acquired in accordance with state and federal requirements and the services for such acquisition</li><li>engineering design that had been approved for a project</li><li>approved preliminary engineering work required to develop a final scope of work for a planning or engineering project, such as surveys, wetlands delineation, geotechnical work, solicitation of proposals, fee negotiation costs, and DBE related costs as part of federally funded projects</li></ul>		eligibility for better access to the information.
Topic 5: Federally eligible projects		
<p><b>6.2.2 State Discretionary Funds</b></p> <p>For a federally funded project where state discretionary funds will be used, the state participates at the rate of 80 percent of the non-federal share of eligible project costs. The federal share of these projects is 90 percent, so the state share is 8 percent and the local share is 2 percent.</p> <p>When an airport sponsor or project is not eligible for federal funds or federal funds are not available, the VAB may allocate state discretionary funds to eligible projects. The participation rate varies depending on the type of project. For most state funded projects, the state participation is 80 percent of the eligible project costs. A summary of state participation rates by general project categories is provided in Appendix F State Participation Rates.</p>	<p><b>6.2.2 State Discretionary Funds</b></p> <p>Airport sponsors should maximize the availability of federal funding; therefore, airport sponsors shall request funding for federally eligible projects through the FAA AIP. For a federally funded project where state discretionary funds will be used to match currently available federal funds, the state participates at the rate of 80 percent of the non-federal share of eligible project costs. The current federal share of these projects is 90 percent, resulting in the state share of 8 percent and the local share of 2 percent. For federally eligible projects that FAA has determined not to include in the AIP, the project may be eligible for funding at the state participation rate of 80 percent. If federal funding is programmed within the next 48 months, DOAV may recommend funding the project as a state funded bridge loan at the state participation rate of 80 percent.</p> <p>When an airport sponsor or project is not eligible for federal funds, the VAB may allocate state discretionary funds to eligible projects. The participation rate varies depending on the type of project. For most state funded projects, the state participation is 80 percent of the eligible project costs. A summary of state participation rates by general project categories is provided in Appendix F State Participation Rates.</p>	<p>The committee proposes a funding strategy to support the maximization of federal funding and limited state funding.</p> <p>The text <i>or federal funds are not available</i> is removed to match the proposal above.</p>
<p><b>6.3.3.1 Supporting Documents for Project Requests</b></p> <p>[Text deleted for review purpose]</p> <p>When a project is eligible for federal funding and the project request is being submitted to DOAV as a state funded request, the sponsor must provide DOAV with documentation that federal funding was requested and not included in FAA's AIP within one fiscal year.</p>	<p><b>6.3.3.1.4 Documents for Federal Funding Eligibility</b></p> <p>When a project is eligible for federal funding and the project request is being submitted to DOAV as a state funded request instead of federally funded project, the sponsor must provide DOAV with documentation that federal funding was requested. The most recent annual AIP request from a sponsor to FAA will suffice as proof of a request for federal funding. If a project is not in the most recent annual AIP, a sponsor must provide DOAV with a copy of the updated request for FAA funding, which needs to be dated prior to the state funding request submission deadline. If FAA has not included a project request in the AIP, documentation of that denial is required.</p>	<p>The format of 6.3.3.1 Supporting Documents for Project Requests has been changed to use subsections. Only the subsection for documents for federal funding eligibility is shown here.</p> <p>The committee proposes specifying needed documentation in order for DOAV to fairly evaluate the maximization of federal funding.</p>
<p><b>6.4.2 Project Priority Scoring</b></p> <p>The next evaluation step utilizes a project priority system that was developed by DOAV and airport sponsors and adopted by the VAB. The intent of the system is to objectively prioritize statewide needs so financial resources can be allocated to the highest priority projects. With this system, each project request is scored on:</p> <ul style="list-style-type: none"><li>a project’s merit, such as safety and capacity</li><li>an airport’s activity and role within the state system</li><li>a sponsor’s responsibility for maintenance and protection of the airport</li></ul>	<p><b>6.4.2 Project Priority Scoring</b></p> <p>The next evaluation step utilizes a project priority system that was developed by DOAV and airport sponsors and adopted by the VAB. The intent of the system is to objectively prioritize statewide needs so financial resources can be allocated to the highest priority projects. With this system, each project request is scored on:</p> <ul style="list-style-type: none"><li>a project’s merit, such as safety and capacity</li><li>an airport’s activity and role within the state system</li><li>a sponsor’s responsibility for maintenance and protection of the airport</li></ul>	

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<p>The current scoring criteria and priority points are shown in Appendix D Project Priority System Scoring Values. Discretionary points are awarded to projects for which the local funding participation exceeding minimum requirement; one point is assigned for each percent that exceeds the minimum requirement.</p> <p>When a project is eligible for federal funds and the sponsor does not seek federal funds, the project will lose 10 priority points. If the sponsor has requested federal funding and the federal funding is not available, DOAV must be provided with documentation of the federal coordination on the request and the sponsor will not lose priority points. Examples of documentation include, but are not limited to, letters and emails between the sponsor and FAA.</p> <p>When an air carrier airport sponsor wants to use state discretionary funds in addition to state entitlement funds, the project priority system is applied to all the project requests submitted as described in 6.3.4 Air Carrier Application for State Discretionary Funds, resulting in a prioritized list of projects. All of the sponsor’s state entitlement funds will be allocated to the highest priority project requests on the list. State discretionary funds will then be allocated to the remaining project requests. Funding amounts will be adjusted in accordance with 3.1.1.3.1 Entitlement Only Projects and 3.1.1.3.2 Projects Outside of Normal Expenditures. All of the project requests will be presented to the VAB for consideration.</p>	<p>The current scoring criteria and priority points are shown in Appendix D Project Priority System Scoring Values. Discretionary points are awarded to projects for which the local funding participation exceeding minimum requirement; one point is assigned for each percent that exceeds the minimum requirement.</p> <p>When an air carrier airport sponsor wants to use state discretionary funds in addition to state entitlement funds, the project priority system is applied to all the project requests submitted as described in 6.3.4 Air Carrier Application for State Discretionary Funds, resulting in a prioritized list of projects. All of the sponsor’s state entitlement funds will be allocated to the highest priority project requests on the list. State discretionary funds will then be allocated to the remaining project requests. Funding amounts will be adjusted in accordance with 3.1.1.3.1 Entitlement Only Projects and 3.1.1.3.2 Projects Outside of Normal Expenditures. All of the project requests will be presented to the VAB for consideration.</p>	<p>The text is removed to balance the proposals for 6.2.2 State Discretionary Funds, 6.3.3.1.4 Documents for Federal Funding Eligibility, and Appendix D: Project Priority System Scoring Values-Project Category: Situational Considerations.</p>																
<p>Appendix D: Project Priority System Scoring Values</p> <p>[Text deleted for review purpose]</p> <p>Project Category: Situational Considerations</p> <table><tr><th colspan="2">Federal Funding Availability</th></tr><tr><td>existing FAA tentative allocation or ACIP within 1 year</td><td>20</td></tr><tr><td>FAA funds requested</td><td>10</td></tr><tr><td>not applicable to this project</td><td>0</td></tr><tr><td>eligible for FAA funds but not requested</td><td>-10</td></tr></table>	Federal Funding Availability		existing FAA tentative allocation or ACIP within 1 year	20	FAA funds requested	10	not applicable to this project	0	eligible for FAA funds but not requested	-10	<p>Appendix D: Project Priority System Scoring Values</p> <p>[Text deleted for review purpose]</p> <p>Project Category: Situational Considerations</p> <table><tr><th colspan="2">Federal Funding Availability</th></tr><tr><td>existing FAA tentative allocation or ACIP within 1 year</td><td>20</td></tr><tr><td>not applicable to this project</td><td>0</td></tr></table>	Federal Funding Availability		existing FAA tentative allocation or ACIP within 1 year	20	not applicable to this project	0	<p>The committee proposes removing items <i>FAA funds requested</i> and <i>eligible for FAA funds but not requested</i> to support the proposal for 6.2.2 State Discretionary Funds.</p>
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existing FAA tentative allocation or ACIP within 1 year	20																	
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Topic 6: Correlating state and federal fiscal years for discretionary funding																		
<p>6.4.3 Recommendations and VAB Action</p> <p>DOAV uses the scoring from the project priority system and its individual project request evaluations to make recommendations to the VAB. DOAV is required to provide the recommendations to members of the VAB at least 10 business days prior to regular VAB meetings. These recommendations are posted on the department’s website for VAB member and sponsor review.</p>	<p>6.4.3 Recommendations</p> <p>DOAV uses the scoring from the project priority system and its individual project request evaluations to prepare recommendations for the VAB. In addition, when any sponsor requests discretionary funding for a federally funded project, DOAV will only recommend approval to the board if FAA has the project programmed in the federal fiscal year corresponding to the state fiscal year. For example, if a project is in the state program for Fiscal Year 2017 and the federal program for Fiscal Year 2016, DOAV would recommend the project. If the project is listed two years out in the FAA program, DOAV would not recommend matching the federal funding.</p> <p>DOAV is required to provide the recommendations to members of the VAB at least 10 business days prior to regular VAB meetings. These recommendations are posted on the department’s website for VAB member and sponsor review</p> <p>[Text deleted for review purpose]</p>	<p>The committee proposes maximizing the availability of federal funding and limited state funding by only recommending federally funded projects programmed in corresponding fiscal years. State funding would not be tied up while sponsors wait for matching federal funds. This policy would treat sponsors of air carrier, reliever, and general aviation airports equally when discretionary funding is requested.</p>																

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6.3.4 Air Carrier Application for State Discretionary Funds  If an air carrier airport sponsor believes it may need state discretionary funds during a fiscal year, the sponsor should file an ACIP through Airport IQ. When it is determined that state discretionary dollars are needed to fund projects for that fiscal year, the sponsor needs to submit all project requests for the fiscal year. The appropriate supporting documentation for all project requests must also be submitted. The submissions need to be made in accordance with 6.3.3 Submission of Project Requests. In addition, scopes need to be provided as described in 6.3.2 Submission of Project Scopes.	6.3.4 Air Carrier Application for State Discretionary Funds  If an air carrier airport sponsor needs to request state discretionary funding for a project, the sponsor must have filed an ACIP with DOAV, including the subject project, and the approved Entitlement Utilization Report for the previous fiscal year; the ACIP is to be filed in accordance with 6.3.1 Filing of Airport Capital Improvement Plans. . If the sponsor does not have these on file with DOAV, the sponsor shall submit these at the time of the request for funding. Air carrier airport sponsors should only submit project requests for evaluation and prioritization when the projects are ready to be moved forward. The appropriate supporting documentation for the project requests must also be submitted. The submissions need to be made in accordance with 6.3.3 Submission of Project Requests. In addition, scopes need to be provided as described in 6.3.2 Submission of Project Scopes.	The committee proposes a change in the timing of requests for discretionary funding made by air carrier airport sponsors.																
Topic 7: Grant obligation terms																		
6.5.3 Grant Agreements  [Text deleted for review purpose]  The grant obligation term for projects under the Airport Capital Program is typically 20 years. The grant obligation term for materials purchased under the program, such as fire extinguishers and furniture, will be based on the life expectancy of the materials. For land and easement acquisition projects, the grant obligation term is perpetuity.	6.5.3 Grant Agreements  [Text deleted for review purpose]  The grant obligation term for projects under the Airport Capital Program is typically 20 years. The grant obligation term for materials purchased under the program, such as fire extinguishers and furniture, will be based on the life expectancy of the materials. The term for projects such as a Stormwater Pollution Prevention Plan and Spill Prevention Control and Countermeasures Plan will be based on the effective longevity of the project. For land and easement acquisition projects, the grant obligation term is in perpetuity.	The committee proposes reducing the grant obligation term for capital projects that do not have an effective longevity of 20 years. For example, terms for a Stormwater Pollution Prevention Plan Update would be 5 years as the plans are currently revised every 5 years.																
8.5 Agreement Process  [Text deleted for review purpose]  The grant obligation term for projects under the Voluntary Security Program varies, based on the type of project. Examples of grant obligation terms include: <table><tr><th>Grant Obligation Term</th><th>Project Type</th></tr><tr><td>20 years</td><td><ul style="list-style-type: none"><li>fencing</li><li>gates</li></ul></td></tr><tr><td>10 years</td><td><ul style="list-style-type: none"><li>security plan</li><li>internal surveillance system</li><li>external surveillance system</li><li>security lighting</li><li>security barriers</li></ul></td></tr><tr><td>5 years</td><td><ul style="list-style-type: none"><li>security audit</li><li>security signage</li></ul></td></tr></table>	Grant Obligation Term	Project Type	20 years	<ul style="list-style-type: none"><li>fencing</li><li>gates</li></ul>	10 years	<ul style="list-style-type: none"><li>security plan</li><li>internal surveillance system</li><li>external surveillance system</li><li>security lighting</li><li>security barriers</li></ul>	5 years	<ul style="list-style-type: none"><li>security audit</li><li>security signage</li></ul>	8.5 Agreement Process  [Text deleted for review purpose]  The grant obligation term for projects under the Voluntary Security Program varies, based on the type of project. Examples of grant obligation terms include: <table><tr><th>Grant Obligation Term</th><th>Project Type</th></tr><tr><td>20 years</td><td><ul style="list-style-type: none"><li>fencing</li><li>gates</li></ul></td></tr><tr><td>10 years</td><td><ul style="list-style-type: none"><li>security plan</li><li>security lighting</li><li>security barriers</li></ul></td></tr><tr><td>5 years</td><td><ul style="list-style-type: none"><li>security audit</li><li>internal surveillance system</li><li>external surveillance system</li><li>security signage</li></ul></td></tr></table>	Grant Obligation Term	Project Type	20 years	<ul style="list-style-type: none"><li>fencing</li><li>gates</li></ul>	10 years	<ul style="list-style-type: none"><li>security plan</li><li>security lighting</li><li>security barriers</li></ul>	5 years	<ul style="list-style-type: none"><li>security audit</li><li>internal surveillance system</li><li>external surveillance system</li><li>security signage</li></ul>	The committee proposes reducing the grant obligation term for security projects as some security equipment is not lasting for 10 years.
Grant Obligation Term	Project Type																	
20 years	<ul style="list-style-type: none"><li>fencing</li><li>gates</li></ul>																	
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Topic 8: Bridge Loan		
6.7.4 Bridge Loan  [Text deleted for initial purpose]  If FAA has not reimbursed the sponsor within 48 months from the effective date of the state grant agreement, the sponsor must fully reimburse the state or request an extension of the payment period from the VAB. Failure to do so will find the sponsor non-compliant with grant assurances and may affect future funding.	6.7.4 Bridge Loan  [Text deleted for review purpose]  If FAA has not reimbursed the sponsor within 48 months from the beginning of the grant obligation term of the state grant agreement, the sponsor must fully reimburse the state or request an extension of the payment period from the VAB. Failure to do so will find the sponsor non-compliant with grant assurances and may affect future funding.	The committee proposes changing the time frame for the 48 months from the effective date of the state grant agreement, which is the beginning of grant activity, to the beginning of the grant obligation term, which is when activity on a project has been completed.
Topic 9: Purchase of used maintenance equipment at auction		
9.1.2 Purchase of Maintenance Equipment  [Text deleted for review purpose]  Equipment acquired under this program shall be exclusively operated and properly stored on airport property, except for instances where off-site repairs to the equipment are required. In addition, such equipment must not be sold, used for trade-in value, traded, or donated without prior DOAV approval.  Sponsors of publicly owned airports may purchase maintenance equipment through contracts established for the Commonwealth of Virginia. For information about this service, sponsors should contact the Virginia Department of General Services, www.dgs.virginia.gov.	9.1.2 Purchase of Maintenance Equipment  [Text deleted for review purpose]  Equipment acquired under this program shall be exclusively operated and properly stored on airport property, except for instances where off-site repairs to the equipment are required. Such equipment must not be sold, used for trade-in value, traded, or donated without prior DOAV approval; this condition does not apply to equipment purchased with state entitlement funds.  Sponsors of publicly owned airports may purchase maintenance equipment through contracts established for the Commonwealth of Virginia. For information about this service, sponsors should contact the Virginia Department of General Services, www.dgs.virginia.gov.  9.1.2.1 Purchase of Used Maintenance Equipment Sponsors may choose to purchase used equipment, after having considered lifecycle operational and maintenance costs, availability of warranties, and the availability of spare parts. While care must be used in acquiring used equipment, some items have a substantial operating life remaining, and the cost is significantly lower than that of new equipment. Used equipment may be obtained through surplus sales, auctions, or other sources approved by DOAV.  If a sponsor chooses to purchase used equipment, the sponsor will determine the specifications for the equipment and submit the specifications to the assigned Security and Facilities engineer for approval prior to any further action being taken. The sponsor will then acquire three quotes for equipment meeting the specifications. DOAV will issue a 60-day tentative allocation to the sponsor for the purchase of equipment based on the three quotes. Within this 60-day period, if the sponsor chooses to purchase the equipment through a surplus sale, auction, or other source approved by DOAV, the sponsor can use the tentative allocation at the 50 percent state participation rate to set its maximum purchase price or bid for the equipment; the sponsor may exceed this maximum amount but would be responsible for all costs over that amount. The equipment must meet or exceed the specifications approved by DOAV. After the equipment is purchased, DOAV will issue a grant agreement as it does for the purchase of new equipment. If the sponsor does not purchase the equipment within the 60-day period, the tentative allocation will revert back to the Maintenance Program for reallocation.  Many pieces of equipment may be available for purchase through the state and federal surplus property systems. While care must be used in acquiring such items, some surplus items have a substantial operating life remaining, and the cost is significantly lower than that of new equipment. To access the state system, sponsors should contact the Virginia Department of General Services, www.dgs.virginia.gov. For eligibility	The text is added to provide clarification that DOAV approval is not needed for the dispensation of maintenance equipment purchased with state entitlement funds.  In response to a request to allow sponsors to purchase used equipment at auctions, the committee proposes a process for the acquisition of used maintenance equipment. This process addresses any source of used equipment, including dealer sales, surplus sales, and auctions.  In order to better accommodate the proposal, a new subsection is added to 9.1.2 Purchase of Maintenance Equipment.



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and access information for the federal system, sponsors should contact the Federal Aviation Administration Washington Airports District Office at 703-661-1354.  Surplus equipment is also available from airport sponsors around the state. Airport sponsors and managers post information on this surplus equipment through DOAV’s website at www.doav.virginia.gov.	Surplus equipment is also available from airport sponsors around the state. Airport sponsors and managers post information on this surplus equipment through DOAV’s website at www.doav.virginia.gov.	
Topic 10: Runways not supported by FAA		
	Appendix A: Runways Not Supported by FAA  For general aviation airports, capital projects for runways not supported by FAA are ineligible for state participation. DOAV will only participate in the maintenance and preservation of a runway that is not supported by FAA. This participation includes safety, preservation, maintenance, and obstruction removal projects under the Maintenance Program and the Facility and Equipment Program, as applicable. Runway rehabilitation or reconstruction is not considered preservation.  For air carrier airports, capital projects for runways not supported by FAA may be eligible as entitlement only projects on a case by case basis. Considerations for eligibility include increased operations and safety concerns.	The committee proposes adding the existing policy for runways not supported by FAA.  A new section will be added to Appendix A.
9.1.1 Facility Maintenance Projects  [Text deleted for review purpose]  Eligible projects include: <ul style="list-style-type: none"><li>obstruction removal on airport property or on property where the sponsor has the rights to top or completely remove the obstruction</li><li>pavement maintenance and repairs, including pothole repair, grass removal, crack seal, and pavement surface treatments such as slurry seals</li><li>removal of vegetation that causes pavement deterioration, impedes drainage, causes deterioration of facilities, and obstructs the visibility of fenced areas</li><li>replacement of pavement markings</li><li>repairs of airport lighting systems, visual aids, automated weather observation systems, ground communication outlets, and pilot briefing systems</li><li>emergency repairs of a facility that will prevent its destruction or deterioration if not performed immediately</li><li>replacement of lamps, gaskets, transformers, cables, wind cones, and such used in eligible lighting and visual aid devices</li><li>repairs to fueling systems including repairs to electrical systems, pumping systems and lines, containment systems, rust removal, and painting</li><li>repairs to terminal buildings and maintenance equipment storage buildings, as well as associated systems and equipment that are eligible for funding under the Airport Capital Program</li><li>quarterly or annual inspections of airport lighting systems, visual aids, automated weather observation systems, and emergency generators</li><li>obstruction removal and replacement of cones due to normal wear for grass runways</li></ul>	9.1.1 Facility Maintenance Projects  [Text deleted for review purpose]  Eligible projects include: <ul style="list-style-type: none"><li>obstruction removal on airport property or on property where the sponsor has the rights to top or completely remove the obstruction</li><li>pavement maintenance and repairs, including pothole repair, grass removal, crack seal, and pavement surface treatments such as slurry seals</li><li>removal of vegetation that causes pavement deterioration, impedes drainage, causes deterioration of facilities, and obstructs the visibility of fenced areas</li><li>replacement of pavement markings</li><li>repairs of airport lighting systems, visual aids, automated weather observation systems, ground communication outlets, and pilot briefing systems</li><li>emergency repairs of a facility that will prevent its destruction or deterioration if not performed immediately</li><li>replacement of lamps, gaskets, transformers, cables, wind cones, and such used in eligible lighting and visual aid devices</li><li>repairs to fueling systems including repairs to electrical systems, pumping systems and lines, containment systems, rust removal, and painting</li><li>repairs to terminal buildings and maintenance equipment storage buildings, as well as associated systems and equipment that are eligible for funding under the Airport Capital Program</li><li>quarterly or annual inspections of airport lighting systems, visual aids, automated weather observation systems, and emergency generators</li><li>obstruction removal and replacement of cones due to normal wear for grass runways</li><li>preservation, maintenance, and obstruction removal projects for runways not supported by FAA</li></ul>	This item is added to the maintenance section to match the proposal for the new section in Appendix A on runways not supported by FAA.



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Topic 11: Aircraft fueling systems		
<p>A.12 fueling systems</p> <p>The removal of old fueling systems and the construction or installation of new systems are eligible as described below. A sponsor may receive up to \$200,000 over a 25-year period to remove old systems and construct or install new systems.</p> <p>[Text deleted for review purpose]</p>	<p>A.12 aircraft fueling systems</p> <p>The removal of old aircraft fueling systems and the construction or installation of new systems are eligible as described below. A sponsor may receive up to \$200,000 over a 25-year period to remove old systems and construct or install new systems. The 25-year period begins with the final reimbursement date for the first grant related to the fueling system at the airport.</p> <p>[Text deleted for review purpose]</p>	<p>The word aircraft is added for clarification.</p> <p>The committee proposes specifying the beginning of the 25-year period to provide clarification.</p>
Topic 12: Fueling systems for airport vehicles		
	<p>Appendix A: Fueling systems for airport operation vehicles</p> <p>At air carrier airports, the installation of fueling systems for airport operation vehicles and equipment, such as ARFF and snow removal equipment, may be eligible for funding as part of federally eligible design and construction of ARFF and snow removal equipment facilities. A stand-alone fueling system for airport operation vehicles would not be eligible. Upgrades to and the maintenance of such systems is not eligible for state funding.</p>	<p>The committee proposes the eligibility of fueling systems for airport operation vehicles as part of federally eligible ARFF and snow removal equipment facilities.</p> <p>A new section will be added to Appendix A.</p>
Topic 13: Emergency generators		
<p>A.15 emergency generators</p> <p>For only airports with ground-based navigational aids, emergency generators that provide auxiliary power for ground-based navigational aids, airside lighting, fuel farms, and terminal buildings are eligible. This eligibility includes the purchase and installation of the generator and the modifications to facilities to accept the generator. An analysis to determine generator size will be required and is eligible for funding. The state participation rate is 80 percent of the eligible project costs. State entitlement funds may be used for generators at air carrier airports. Funding will be available from the Airport Capital Program or the Facilities and Equipment Program at DOAV’s discretion.</p> <p>Maintenance of generators, including scheduled and unscheduled service, is eligible through the Maintenance Program.</p>	<p>A.15 emergency generators</p> <p>For only airports with ground-based navigational aids, emergency generators that provide auxiliary power for ground-based navigational aids, airside lighting, fuel farms, and terminal buildings are eligible. This eligibility includes the purchase and installation of the generator and the modifications to facilities to accept the generator. An analysis to determine generator size will be required and is eligible for funding. The state participation rate is 80 percent of the eligible project costs. Funding will be available from the Airport Capital Program or the Facilities and Equipment Program at DOAV’s discretion.</p> <p>State entitlement funds may be used for generators at air carrier airports. The provision of an emergency generator at ARFF and snow removal equipment buildings is eligible as an entitlement only project.</p> <p>Maintenance of generators, including scheduled and unscheduled service, is eligible through the Maintenance Program.</p>	<p>The committee proposes adding the provision of emergency generators at ARFF and SRE facilities as an eligible project.</p>
Topic 14: Air traffic control towers		
<p>A.34 air traffic control towers</p> <p>The eligibility of air traffic control towers will be evaluated per request. Issues to be considered in the evaluation include, but are not limited to, the results of a required justification study, airport role, operations, and system needs.</p>	<p>A.34 air traffic control towers</p> <p>The eligibility of air traffic control towers will be evaluated per request. Issues to be considered in the evaluation include, but are not limited to, the results of a required justification study, airport role, operations, and system needs. Projects for an air traffic control tower must include information on areas allocated for control tower use and leased space.</p>	<p>The committee proposes clarifying a need for the air traffic control towers projects.</p>

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Topic 15: Public-use Space in Terminal Buildings		
Appendix B: Terminal Buildings	Appendix B: Terminal Buildings	
Terminal buildings provide a connection between airside and landside operations and, within the buildings, a variety of services is offered to users and visitors. The Virginia Department of Aviation participates in the planning, design, construction, and certain maintenance activities for terminal buildings. The state’s participation is based on the amount of public-use space provided inside a terminal building.	Terminal buildings provide a connection between airside and landside operations and, within the buildings, a variety of services is offered to users and visitors. The Virginia Department of Aviation participates in the planning, design, construction, and certain maintenance activities for terminal buildings. The state’s participation is based on the amount of public-use space provided inside a terminal building as follows. <ul style="list-style-type: none"><li>For new terminal buildings, the public-use space is based on the 20-year forecast of operations from the VATSP as described in B.2 Terminal Building Conceptual Study.</li><li>For existing terminal buildings built with state funds, the public-use space is based on the public-use and private-use space indicated on the current floor plan as described in B.6 Terminal Building Operation and Maintenance and B.7 Terminal Building Renovation, Expansion, and Replacement.</li><li>For existing terminal buildings not built with state funds, the public-use space is based on the lesser of the 20-year forecast of operations from the VATSP as described in B.2 Terminal Building Conceptual Study or the public-use and private-use space indicated on the current floor plan as described in B.6 Terminal Building Operation and Maintenance and B.7 Terminal Building Renovation, Expansion, and Replacement.</li></ul>	The committee proposes clarifying the basis for calculating public-use space for different scenarios.
Topic 16: Change in the Use of a Terminal Building		
	B.12 Terminal Building Status Change  When the intended use of a terminal building changes or ceases, DOAV will assist with the maintenance of the public-use space at the current participation rate for the first 12 months after the use changes or ceases. After the initial 12 months, the entirety of the facility will not be eligible for maintenance assistance from the state.  If at any time after the use of a terminal building changes or ceases and space usage changes from public-use to private-use, the sponsor will reimburse state as described in B.1 Public-Use Space.	The committee proposes clarifying the situation where the usage of a terminal building changes.
Topic 17: Project priority points for PFC fund usage		
Appendix D: Project Priority System Scoring Values	Appendix D: Project Priority System Scoring Values	
[Text deleted for review purpose]	[Text deleted for review purpose]	
Project Category: Situational Considerations	Project Category: Situational Considerations	
Special Project Considerations	Special Project Considerations	
PFC project	10	
phased environmental or construction project or design or acquisition services completed	50	
mandated by federal or state law	25	
VAB policy	10	
Note: The points for the PFC project item were incorrectly listed as 10 points instead of 100 points.		The committee proposes removing the 100 priority points awarded to air carrier airport projects for which PFC points are used in order to provide better balance in project scoring.

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<p>Topic 18: Annual based aircraft survey</p> <p>2.4.2 Annual Based Aircraft Survey</p> <p>Public-use airport sponsors are required to submit an <i>Annual Based Aircraft Survey</i> to DOAV in accordance with <i>Virginia Aviation Regulations 24VAC5-20-350 Annual Aircraft survey and report of financial responsibility</i>. The survey is designed to record a physical count of based aircraft on an annual basis and to assist DOAV with its process of properly planning for and licensing all Virginia-based aircraft. The survey consists of a census of aircraft owners and aircraft and an itemized summary of aircraft listed by class; both sections must be completed. Surveys are due to DOAV no later than January 31 of each year.</p>	<p>2.4.2 Annual Based Aircraft Survey</p> <p>Public-use airport sponsors are required to submit an <i>Annual Based Aircraft Survey</i> to DOAV in accordance with <i>Virginia Aviation Regulations 24VAC5-20-350 Annual Aircraft survey and report of financial responsibility</i>. The survey is designed to record a physical count of based aircraft on an annual basis and to assist DOAV with its process of properly planning for and licensing all Virginia-based aircraft and consists of a census of aircraft owners. Surveys are due to DOAV no later than January 31 of each year.</p>	<p>The reference to the two-part hard copy survey was removed as the survey process is now on-line.</p>
<p>Topic 19: Sponsor eligibility</p> <p>4.0 Sponsor Eligibility</p> <p>The threshold criterion for determining sponsor eligibility to receive state funding is inclusion in the <i>Virginia Air Transportation System Plan</i>. In order for an airport sponsor to be eligible to request and receive state discretionary, facilities and equipment, general aviation security, maintenance, aviation promotion and air service development funding, the following criteria must be met:</p> <ul style="list-style-type: none"> <li>• An airport shall be licensed by the Commonwealth of Virginia and be open to the public in accordance with <i>Code of Virginia</i> §5.1-7 and the <i>Virginia Aviation Regulations</i>.</li> <li>• An airport shall be designated a “system airport” in the <i>VATSP</i> or the sponsor is deemed eligible by the written opinion of the state Office of the Attorney General, made in conjunction with the Virginia Department of Aviation’s recommendation.</li> <li>• An airport sponsor shall have an airport layout plan approved by DOAV and the Federal Aviation Administration as appropriate.</li> <li>• An airport sponsor shall be in compliance with all minimum requirements for licensing as defined in <i>Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing</i>.</li> <li>• An airport sponsor shall have submitted an <i>Annual Based Aircraft Survey</i> to DOAV in accordance with <i>Virginia Aviation Regulations 24VAC5-20-350 Annual aircraft survey and report of financial responsibility</i>.</li> <li>• An airport sponsor shall have submitted an <i>Annual Certificate of Financial Responsibility</i> to DOAV in accordance with <i>Code of Virginia</i> §5.1-88.7.</li> <li>• An airport sponsor shall own the real property or have an adequate interest in the property on which a project will be undertaken, and the ownership or interest shall be clearly shown on an airport property map approved by DOAV and FAA as appropriate.</li> <li>• An airport sponsor shall have a current six-year Airport Capital Improvement Plan (ACIP) on file with the department in order to receive any state discretionary funds.</li> <li>• Public entities interested in developing new airports must be designated as a sponsor in writing by the state Office of the Attorney General before becoming eligible to receive state funding.</li> </ul>	<p>4.0 Sponsor Eligibility</p> <p>The threshold criterion for determining sponsor eligibility to receive state funding is inclusion in the <i>Virginia Air Transportation System Plan</i>. In order for an airport sponsor to be eligible to request and receive state discretionary, facilities and equipment, general aviation security, maintenance, aviation promotion and air service development funding, the following criteria must be met:</p> <ul style="list-style-type: none"> <li>• An airport shall be licensed by the Commonwealth of Virginia and be open to the public in accordance with <i>Code of Virginia</i> §5.1-7 and the <i>Virginia Aviation Regulations</i>.</li> <li>• An airport shall be designated a “system airport” in the <i>VATSP</i> or the sponsor is deemed eligible by the written opinion of the state Office of the Attorney General, made in conjunction with the Virginia Department of Aviation’s recommendation.</li> <li>• An airport sponsor shall have an airport layout plan approved by DOAV and the Federal Aviation Administration as appropriate.</li> <li>• An airport sponsor shall be in compliance with all minimum requirements for licensing as defined in <i>Virginia Aviation Regulations 24VAC5-20-140 Minimum requirements for licensing</i>.</li> <li>• An airport sponsor shall have submitted an <i>Annual Based Aircraft Survey</i> to DOAV in accordance with <i>Virginia Aviation Regulations 24VAC5-20-350 Annual aircraft survey and report of financial responsibility</i>.</li> <li>• An airport sponsor shall have submitted an <i>Annual Certificate of Financial Responsibility</i> to DOAV in accordance with <i>Code of Virginia</i> §5.1-88.7.</li> <li>• An airport sponsor shall have executed a <i>Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources</i>, with a copy on file with DOAV.</li> <li>• An airport sponsor shall own the real property or have an adequate interest in the property on which a project will be undertaken, and the ownership or interest shall be clearly shown on an airport property map approved by DOAV and FAA as appropriate.</li> <li>• An airport sponsor shall have a current six-year Airport Capital Improvement Plan (ACIP) on file with the department in order to receive any state discretionary funds.</li> <li>• Public entities interested in developing new airports must be designated as a sponsor in writing by the state Office of the Attorney General before becoming eligible to receive state funding.</li> </ul>	<p>The criterion for the eligibility of funding stated in 3.4.1 <i>Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources</i> is added to the list of criteria for sponsor eligibility to provide consistency between the sections.</p>

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Topic 20: Supporting documentation for project requests		
6.3.3.1 Supporting Documents for Project Requests	6.3.3.1 Supporting Documents for Project Requests	Information on the individual types of supporting documentation is placed in subsections for ease of reference.
<p>The following supporting documentation must be submitted with the project request:</p> <ul style="list-style-type: none"><li>a project narrative that provides the justification for the project and information on the work required to implement the project</li><li>a sketch that graphically depicts the proposed project as it relates to the airport layout plan</li><li>documentation of environmental coordination and findings</li></ul> <p>Information on the supporting documents is provided below.</p> <p>The narrative must provide the justification for the project and information on the work required to implement the project. Sponsors are strongly urged to provide focused and factual information in the narrative so the review process can proceed in a timely manner and priority scoring can be as accurate as possible. A sponsor’s administrative costs should be noted in a narrative.</p> <p>The format of a sketch must:</p> <ul style="list-style-type: none"><li>be sized to 8 ¼ by 11 inches</li><li>be at gray scale</li><li>have a maximum file size of 100kb</li><li>not use aerial photography</li></ul> <p>When multiple projects are being requested for a VAB meeting, the sponsor may provide all project narrative in one document and show all projects on one sketch.</p> <p>Documentation of environmental findings is needed for design, construction, and design/construction projects, including projects for terminal buildings, signage, landscaping. This documentation is also needed for land acquisition. For environmental documents such as a Form C or Environmental Assessment, the sponsor should submit the Finding of No Significant Impact with the project request.</p> <p>When a project is eligible for federal funding and the project request is being submitted to DOAV as a state funded request, the sponsor must provide DOAV with documentation that federal funding was requested</p>	<p>The following supporting documentation must be submitted with the project request:</p> <ul style="list-style-type: none"><li>a project narrative that provides the justification for the project and information on the work required to implement the project</li><li>a sketch that graphically depicts the proposed project as it relates to the airport layout plan</li><li>documentation of environmental coordination and findings</li></ul> <p>Additional supporting documents may be needed for some project requests. They will be noted in project descriptions in the appendices.</p> <p>All supporting documents must be submitted through Airport IQ. The documents may be in Word, Excel, or PDF formats.</p> <p><b>6.3.3.1.1 Narrative</b></p> <p>The narrative must provide the justification for the project and information on the work required to implement the project. Sponsors are strongly urged to provide focused and factual information in the narrative so the review process can proceed in a timely manner and priority scoring can be as accurate as possible. A sponsor’s administrative costs should be noted in a narrative.</p> <p><b>6.3.3.1.2 Sketch</b></p> <p>The format of a sketch must:</p> <ul style="list-style-type: none"><li>be sized to 8 ¼ by 11 inches</li><li>be at gray scale</li><li>have a maximum file size of 100kb</li><li>not use aerial photography</li></ul> <p>When multiple projects are being requested for a VAB meeting, the sponsor may provide all project narrative in one document and show all projects on one sketch.</p> <p>For project requests for eligible equipment, such as an ARFF truck, a project specification sheet should be provided in place of a sketch. A photo or vendor illustration should be provided with the specification sheet if the sheet does not include such.</p> <p><b>6.3.3.1.3 Documentation of Environmental Findings</b></p> <p>Documentation of environmental findings is needed for design, construction, and design/construction projects, including projects for terminal buildings, signage, landscaping. This documentation is also needed for land acquisition. For environmental documents such as a Form C or Environmental Assessment, the sponsor should submit the Finding of No Significant Impact with the project request. The finding for a determination on coastal zone consistency must be part of this documentation when an airport is located in an area under the Virginia Coastal Zone Management Program.</p> <p><b>6.3.3.1.4 Documents for Federal Funding Eligibility</b></p> <p>When a project is eligible for federal funding and the project request is being submitted to DOAV as a state funded request, the sponsor must provide DOAV with documentation that federal funding was requested</p>	<p>The text is added to clarify the supporting documentation needed for eligible equipment.</p> <p>The text is added to clarify the supporting documentation needed for environmental findings.</p> <p>This section is repeated here to present the entirety of</p>

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<p>and not included in FAA's AIP within one fiscal year.</p> <p>A certification of an airport’s obstruction status is required for all project requests. The narrative must identify the source of the certification, as discussed in 4.1 Obstructions. If this source is not on file with DOAV, the source must be submitted with the supporting documentation.</p> <p>Additional supporting documents may be needed for some project requests. They will be noted in project descriptions in the appendices.</p> <p>The supporting documents must be submitted through Airport IQ. The documents may be in Word, Excel, or PDF formats.</p>	<p>and not included in FAA's AIP within one fiscal year. The most recent annual AIP request from a sponsor to FAA will suffice as proof of a request for federal funding. If a project is not in the most recent annual AIP, a sponsor must copy DOAV on the updated request for FAA funding, dated prior to the state funding request submission deadline. If FAA has denied a project request, documentation of that denial is needed.</p>	<p>6.3.3.1 Supporting Documents for Project Requests.</p> <p>The text related to documentation for obstruction status certification is removed to match the proposal for 4.1 Obstructions.</p>
<p>7.3 Application Process</p> <p>Sponsors will submit project requests for funding through Airport IQ. Each project request entry must include a project description and estimated cost, listed by state and local funding sources as appropriate. A sponsor's administrative costs are required to be included in the cost estimate. Eligible sponsor administrative costs include, but are not limited to, advertising for bids and project review by a locality. Sponsor staff time is not an eligible sponsor administrative cost.</p> <p>The following supporting documentation must be submitted with the project request:</p> <ul style="list-style-type: none"><li>approved scope of work</li><li>quote or bid</li><li>project schedule</li><li>sketch</li><li>documentation of environmental finding as needed</li></ul> <p>[Text deleted for review purpose]</p>	<p>7.3 Application Process</p> <p>Sponsors will submit project requests for funding through Airport IQ. Each project request entry must include a project description and estimated cost, listed by state and local funding sources as appropriate. A sponsor's administrative costs are required to be included in the cost estimate. Eligible sponsor administrative costs include, but are not limited to, advertising for bids and project review by a locality. Sponsor staff time is not an eligible sponsor administrative cost.</p> <p>The following supporting documentation must be submitted with the project request:</p> <ul style="list-style-type: none"><li>approved scope of work</li><li>quote or bid</li><li>project schedule</li><li>sketch</li><li>documentation of environmental finding as needed</li></ul> <p>For project requests for eligible equipment, a project specification sheet should be provided in place of a sketch. A photo or vendor illustration should be provided with the specification sheet if the sheet does not include such.</p> <p>[Text deleted for review purpose]</p>	<p>The text is added to clarify the supporting documentation needed for eligible equipment.</p>
<p>8.3 Application Process</p> <p>Sponsors will submit project requests for funding through Airport IQ. Each project request entry must include a project description and estimated cost, listed by state and local funding source. A sponsor's administrative costs are required to be included in the cost estimate. Eligible sponsor administrative costs include, but are not limited to, advertising for bids and project review by a locality. Sponsor staff time is not an eligible sponsor administrative cost.</p>	<p>8.3 Application Process</p> <p>Sponsors will submit project requests for funding through Airport IQ. Each project request entry must include a project description and estimated cost, listed by state and local funding source. A sponsor's administrative costs are required to be included in the cost estimate. Eligible sponsor administrative costs include, but are not limited to, advertising for bids and project review by a locality. Sponsor staff time is not an eligible sponsor administrative cost.</p>	

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<p>The following supporting documentation must be submitted with the project request:</p> <ul style="list-style-type: none"><li>scope of work</li><li>quote or bid</li><li>project schedule</li><li>sketch</li><li>documentation of environmental coordination and finding as needed</li></ul> <p>[Text deleted for review purpose]</p>	<p>The following supporting documentation must be submitted with the project request:</p> <ul style="list-style-type: none"><li>scope of work</li><li>quote or bid</li><li>project schedule</li><li>sketch</li><li>documentation of environmental coordination and finding as needed</li></ul> <p>For project requests for eligible equipment, a project specification sheet should be provided in place of a sketch. A photo or vendor illustration should be provided with the specification sheet if the sheet does not include such.</p> <p>[Text deleted for review purpose]</p>	<p>The text is added to clarify the supporting documentation needed for eligible equipment.</p>
<p>9.3 Application Process</p> <p>Sponsors will submit project requests for funding through Airport IQ. Each project request entry must include a project description and estimated cost, listed by state and local funding sources. A sponsor's administrative costs are required to be included in the cost estimate. Eligible sponsor administrative costs include, but are not limited to, advertising for bids and project review by a locality. Sponsor staff time for administrative activities is not an eligible sponsor administrative cost.</p> <p>The following supporting documentation must be submitted with the project request:</p> <ul style="list-style-type: none"><li>scope of work</li><li>quote or bid</li><li>project schedule</li><li>sketch</li><li>documentation of environmental coordination and finding as needed</li></ul> <p>[Text deleted for review purpose]</p>	<p>9.3 Application Process</p> <p>Sponsors will submit project requests for funding through Airport IQ. Each project request entry must include a project description and estimated cost, listed by state and local funding sources. A sponsor's administrative costs are required to be included in the cost estimate. Eligible sponsor administrative costs include, but are not limited to, advertising for bids and project review by a locality. Sponsor staff time for administrative activities is not an eligible sponsor administrative cost.</p> <p>The following supporting documentation must be submitted with the project request:</p> <ul style="list-style-type: none"><li>scope of work</li><li>quote or bid</li><li>project schedule</li><li>sketch</li><li>documentation of environmental coordination and finding as needed</li></ul> <p>For project requests for eligible equipment, such as a dump truck, a project specification sheet should be provided in place of a sketch. A photo or vendor illustration should be provided with the specification sheet if the sheet does not include such.</p> <p>[Text deleted for review purpose]</p>	<p>The text is added to clarify the supporting documentation needed for eligible equipment.</p>

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Topic 21: Grant amendments																		
6.6.1 Grant Amendments	6.6.1 Grant Amendments																	
A sponsor should submit to DOAV a written request as soon as the need for a grant amendment has been identified. DOAV will prepare a grant amendment offer if the request for the amendment is approved and funds are available for any requested change to the amount of state participation. A grant amendment becomes effective upon completion of the acceptance portion of the grant amendment.	A sponsor should submit to DOAV a written request as soon as the need for a grant amendment has been identified. DOAV will prepare a grant amendment offer if the request for the amendment is approved and funds are available for any requested change to the amount of state participation. A grant amendment becomes effective upon completion of the acceptance portion of the grant amendment.																	
[Text deleted for review purpose]	When the VAB awards an increase to an existing grant, DOAV will prepare a grant amendment offer following the board meeting. The sponsor does not need to prepare a written request as described above.	The text is added to clarify DOAV's current practice.																
	[Text deleted for review purpose]																	
Topic 22: Air service grant amount																		
11.5 Agreement Process	11.5 Agreement Process																	
[Text deleted for review purpose]	[Text deleted for review purpose]																	
The grant obligation term for projects under the Aviation Promotion Program varies, based on the grant amount:	The grant obligation term for projects under the Aviation Promotion Program varies, based on the grant amount:																	
<table><tr><td>Grant Obligation Term</td><td>Grant Amount</td></tr><tr><td>10 years</td><td>\$10,001 - \$25,000</td></tr><tr><td>5 years</td><td>\$5,000 - \$10,000</td></tr><tr><td>2 years</td><td>less than \$5,000</td></tr></table>	Grant Obligation Term	Grant Amount	10 years	\$10,001 - \$25,000	5 years	\$5,000 - \$10,000	2 years	less than \$5,000	<table><tr><td>Grant Obligation Term</td><td>Grant Amount</td></tr><tr><td>10 years</td><td>\$10,001 - \$20,000</td></tr><tr><td>5 years</td><td>\$5,000 - \$10,000</td></tr><tr><td>2 years</td><td>less than \$5,000</td></tr></table>	Grant Obligation Term	Grant Amount	10 years	\$10,001 - \$20,000	5 years	\$5,000 - \$10,000	2 years	less than \$5,000	The grant amount is changed to match the grant amounts in Table 6.
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Topic 23: Public service operation vehicles																		
A.30 airport security facilities, systems, and equipment for FAR Part 139 airports	A.30 airport security facilities, systems, and equipment for FAR Part 139 airports																	
For Part 139 airports, the construction of facilities and the purchase of systems and equipment that are directly related to meeting safety and performance standards established by TSAR are eligible.	For Part 139 airports, the construction of facilities and the purchase of systems and equipment that are directly related to meeting safety and performance standards established by TSAR are eligible.																	
Eligible projects include, but are not limited to:	Eligible projects include, but are not limited to:																	
<ul style="list-style-type: none"><li>security fencing and gates</li><li>access control systems</li><li>CCTV systems</li><li>perimeter lighting</li><li>security checkpoints</li><li>in-line EDS baggage systems</li><li>terminal building modifications to provide for the screening of people and baggage</li><li>terminal explosion and intrusion reinforcement and protection</li><li>glass treatment to reduce blast damage and injury</li><li>blast studies</li><li>vehicle inspection facilities</li><li>fingerprinting and badging stations</li><li>firearms and body armor for law enforcement officers employed by the airport</li></ul>	<ul style="list-style-type: none"><li>security fencing and gates</li><li>access control systems</li><li>CCTV systems</li><li>perimeter lighting</li><li>security checkpoints</li><li>in-line EDS baggage systems</li><li>terminal building modifications to provide for the screening of people and baggage</li><li>terminal explosion and intrusion reinforcement and protection</li><li>glass treatment to reduce blast damage and injury</li><li>blast studies</li><li>vehicle inspection facilities</li><li>fingerprinting and badging stations</li><li>firearms and body armor for law enforcement officers employed by the airport</li></ul>																	



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The purchase of firearms and body armor for law enforcement officers is eligible as an entitlement only project.	The purchase of firearms and body armor for law enforcement officers is eligible as an entitlement only project.  Public service operation vehicles, including police cars, are not eligible for state participation.	The text is added for clarification.								
Topic 24: Conference room square footage										
B.1 Public-Use Space  [Text deleted for review purpose] <table><tr><th>Public-Use Space</th><th>Private-Use Space</th></tr><tr><td><ul style="list-style-type: none"><li>lobbies</li><li>flight planning areas</li><li>pilot lounges</li><li>400 square feet of conference room</li><li>public restrooms</li><li>baggage claim delivery areas</li><li>associated automated baggage handling equipment</li><li>public-use corridors to boarding areas</li><li>loading bridges</li><li>passenger vehicles moving between or within terminal facilities exclusively within airside areas</li><li>central waiting areas</li><li>holding areas for air freight loading and unloading</li></ul></td><td><ul style="list-style-type: none"><li>cleaning and laundry areas</li><li>public lockers and showers</li><li>pilot sleep rooms</li><li>restaurants</li><li>sponsor and management offices</li><li>fixed base operations</li><li>aircraft maintenance areas</li><li>rental car services</li><li>entertainment areas such as game rooms</li><li>communication equipment, such as telephones and fax machines, in business and related centers</li></ul></td></tr></table>	Public-Use Space	Private-Use Space	<ul style="list-style-type: none"><li>lobbies</li><li>flight planning areas</li><li>pilot lounges</li><li>400 square feet of conference room</li><li>public restrooms</li><li>baggage claim delivery areas</li><li>associated automated baggage handling equipment</li><li>public-use corridors to boarding areas</li><li>loading bridges</li><li>passenger vehicles moving between or within terminal facilities exclusively within airside areas</li><li>central waiting areas</li><li>holding areas for air freight loading and unloading</li></ul>	<ul style="list-style-type: none"><li>cleaning and laundry areas</li><li>public lockers and showers</li><li>pilot sleep rooms</li><li>restaurants</li><li>sponsor and management offices</li><li>fixed base operations</li><li>aircraft maintenance areas</li><li>rental car services</li><li>entertainment areas such as game rooms</li><li>communication equipment, such as telephones and fax machines, in business and related centers</li></ul>	B.1 Public-Use Space  [Text deleted for review purpose] <table><tr><th>Public-Use Space</th><th>Private-Use Space</th></tr><tr><td><ul style="list-style-type: none"><li>lobbies</li><li>flight planning areas</li><li>pilot lounges</li><li>conference room space as described in B.1.2 Conference Room Space</li><li>public restrooms</li><li>baggage claim delivery areas</li><li>associated automated baggage handling equipment</li><li>public-use corridors to boarding areas</li><li>loading bridges</li><li>passenger vehicles moving between or within terminal facilities exclusively within airside areas</li><li>central waiting areas</li><li>holding areas for air freight loading and unloading</li></ul></td><td><ul style="list-style-type: none"><li>cleaning and laundry areas</li><li>public lockers and showers</li><li>pilot sleep rooms</li><li>restaurants</li><li>sponsor and management offices</li><li>fixed base operations</li><li>aircraft maintenance areas</li><li>rental car services</li><li>entertainment areas such as game rooms</li><li>communication equipment, such as telephones and fax machines, in business and related centers</li></ul></td></tr></table>	Public-Use Space	Private-Use Space	<ul style="list-style-type: none"><li>lobbies</li><li>flight planning areas</li><li>pilot lounges</li><li>conference room space as described in B.1.2 Conference Room Space</li><li>public restrooms</li><li>baggage claim delivery areas</li><li>associated automated baggage handling equipment</li><li>public-use corridors to boarding areas</li><li>loading bridges</li><li>passenger vehicles moving between or within terminal facilities exclusively within airside areas</li><li>central waiting areas</li><li>holding areas for air freight loading and unloading</li></ul>	<ul style="list-style-type: none"><li>cleaning and laundry areas</li><li>public lockers and showers</li><li>pilot sleep rooms</li><li>restaurants</li><li>sponsor and management offices</li><li>fixed base operations</li><li>aircraft maintenance areas</li><li>rental car services</li><li>entertainment areas such as game rooms</li><li>communication equipment, such as telephones and fax machines, in business and related centers</li></ul>	The text is changed to match a previous change to B.1.2 Conference Room Space.
Public-Use Space	Private-Use Space									
<ul style="list-style-type: none"><li>lobbies</li><li>flight planning areas</li><li>pilot lounges</li><li>400 square feet of conference room</li><li>public restrooms</li><li>baggage claim delivery areas</li><li>associated automated baggage handling equipment</li><li>public-use corridors to boarding areas</li><li>loading bridges</li><li>passenger vehicles moving between or within terminal facilities exclusively within airside areas</li><li>central waiting areas</li><li>holding areas for air freight loading and unloading</li></ul>	<ul style="list-style-type: none"><li>cleaning and laundry areas</li><li>public lockers and showers</li><li>pilot sleep rooms</li><li>restaurants</li><li>sponsor and management offices</li><li>fixed base operations</li><li>aircraft maintenance areas</li><li>rental car services</li><li>entertainment areas such as game rooms</li><li>communication equipment, such as telephones and fax machines, in business and related centers</li></ul>									
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Topic 25: Public-use space calculations for terminal buildings										
B.2 Terminal Building Conceptual Studies  [Text deleted for review purpose]  For reliever, regional, and community service general aviation airports, the studies must provide an analysis of the public and non-public use space based on DOAV’s 20-year funding eligibility model to determine maximum funding eligibility. A final determination made by such a study is the ratio of eligible DOAV funded space to total building space. DOAV will provide the model calculation to a sponsor upon request. Federal Aviation Administration guidelines for terminal buildings should be used for air carrier airports.	B.2 Terminal Building Conceptual Studies  [Text deleted for review purpose]  For reliever, regional, and community service general aviation airports, the studies must provide an analysis of the public and non-public use space based on DOAV’s 20-year funding eligibility model to determine maximum funding eligibility. For general aviation terminal buildings at air carrier airports, only general aviation operations will be used for the model. A final determination made by such a study is the ratio of eligible DOAV funded space to total building space. DOAV will provide the model calculation to a sponsor upon request. Federal Aviation Administration guidelines for terminal buildings should be used for air carrier airports.	The text is added for clarification.								

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Topic 26: Auto parking for terminal buildings																				
<p>B.5 Terminal Area Site Preparation</p> <p>[Text deleted for review purpose]</p> <p>DOAV reserves the right to limit the number of auto parking spaces which will receive state funding participation, based on the public-use space in a terminal building. On average the state funds 13.5 parking spaces per 1,000 square feet of public-use space. This applies to new terminal buildings as well as terminal building renovation, expansion, and replacement.</p>	<p>B.5 Terminal Area Site Preparation</p> <p>[Text deleted for review purpose]</p> <p>DOAV reserves the right to limit the number of auto parking spaces which will receive state funding participation, based on the public-use space in a terminal building. On average the state funds 13.5 parking spaces per 1,000 square feet of public-use space. Only non-revenue, public-use auto parking is eligible as part of terminal area site preparation. This applies to new terminal buildings as well as terminal building renovation, expansion, and replacement.</p>	<p>The text is added for clarification.</p>																		
Topic 27: Airport roles																				
<p>Appendix G: Airport Classification Roles</p> <p>[Text deleted for review purpose]</p> <p>The following listing provides the VATSP and NPIAS roles for airports in Virginia.</p> <table><tr><th>Airports</th><th>VATSP Service Role</th><th>NPIAS Role</th></tr><tr><td>Louisa County</td><td>General Aviation - Community</td><td>General Aviation</td></tr><tr><td>Virginia Tech-Montgomery Executive</td><td>General Aviation - Community</td><td>General Aviation</td></tr></table>	Airports	VATSP Service Role	NPIAS Role	Louisa County	General Aviation - Community	General Aviation	Virginia Tech-Montgomery Executive	General Aviation - Community	General Aviation	<p>Appendix G: Airport Classification Roles</p> <p>[Text deleted for review purpose]</p> <p>The following listing provides the VATSP and NPIAS roles for airports in Virginia.</p> <table><tr><th>Airports</th><th>VATSP Service Role</th><th>NPIAS Role</th></tr><tr><td>Louisa County</td><td>General Aviation - Regional</td><td>General Aviation</td></tr><tr><td>Virginia Tech-Montgomery Executive</td><td>General Aviation - Regional</td><td>General Aviation</td></tr></table>	Airports	VATSP Service Role	NPIAS Role	Louisa County	General Aviation - Regional	General Aviation	Virginia Tech-Montgomery Executive	General Aviation - Regional	General Aviation	<p>The 2016 update of the VATSP included a role change for these two airports, from General Aviation - Community to General Aviation - Regional.</p>
Airports	VATSP Service Role	NPIAS Role																		
Louisa County	General Aviation - Community	General Aviation																		
Virginia Tech-Montgomery Executive	General Aviation - Community	General Aviation																		
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